

# Simply Accounting 2005 – Level 1

## Course Description

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This is an introduction to accomplishing basic accounting tasks using Simply Accounting. Students will begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and managing capital expenses. This course will review some accounting fundamentals as they relate to the transaction at hand only.

## Who Should Attend

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People who have taken a Microsoft Windows - Level I and Accounting Fundamentals courses, or equivalent work experience.

The following is a list of basic accounting terms that you should also be familiar with before taking this course:

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| <input type="checkbox"/> assets, liabilities, and equity | <input type="checkbox"/> posting transactions                             |
| <input type="checkbox"/> balance sheet                   | <input type="checkbox"/> entering payables and receivables transactions   |
| <input type="checkbox"/> trial balance                   | <input type="checkbox"/> inventory tracking                               |
| <input type="checkbox"/> income statement                | <input type="checkbox"/> provincial government remittance process for PST |
| <input type="checkbox"/> debits and credits              | <input type="checkbox"/> federal government remittance process for GST    |
| <input type="checkbox"/> ledger accounts                 |   |
| <input type="checkbox"/> entering journal transactions   |   |

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## Courseware Outline

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### Introduction

Overview  
- What is Simply Accounting for Windows?  
Starting Simply Accounting  
Selecting a Set of Data Files  
Looking at the Simply Accounting Home Window  
Moving Around  
Help System  
The Chart of Accounts – How It Works  
Account Types  
Creating Accounts  
Modifying Accounts  
- Finding and Modifying an Account  
Deleting Accounts  
Saving Changes  
Company Information  
Printing the Chart of Accounts  
Understanding the Session Date  
Inputting Dates  
Accounting / Non-Accounting Terminology  
General Module Linked Accounts  
General Journal Transactions  
Recurring Transactions  
- Creating and Storing Recurring Transactions  
- Recalling Stored Recurring Transactions  
Adjusting and Reversing General Journal Entries  
- Adjusting Previously Posted General Journal Entries  
- Reversing General Journal Entries  
The General Journal Report  
Backing Up Simply Accounting Data Files  
Exiting Simply Accounting

### Inventory and Services

Objectives of Section 2  
Creating Inventory Accounts

Creating Inventory Items  
Creating Service Items  
- Changing Inventory & Service Data  
Inventory Module Linked Accounts  
Inventory Reports

### Accounts Payable

Creating Vendors  
Modifying Vendors  
Shippers List  
Payables Module Linked Accounts  
Accounts Payable Inventory Purchases  
- Purchasing Inventory On Account  
Non-Inventory Purchases  
Purchases With Immediate Payment  
Recurring Entries  
Purchase Orders  
Filling a Purchase Order  
- Creating a Purchase Invoice from a Purchase Order  
Viewing, Adjusting & Voiding Posted Payables Invoices  
Payables Payments  
- Paying Vendor Invoices  
Making Prepayments  
Reversing Payments  
Payables Reports

### Accounts Receivable

Accounts Receivable Customers  
Modifying Customer Information  
Receivables Module Linked Accounts  
Comments on Customer Forms  
Accounts Receivable Sales  
Recurring Transactions  
Sales Quotes  
Sales With Immediate Payment  
- Accounting for Over-the-Counter Sales

Viewing, Adjusting & Voiding Posted Receivables Transactions  
Receivable Receipts  
- Receiving Payment on Invoices  
Adjusting/Reversing Receivables Receipts  
Prepayments & Deposits  
Applying Deposits/Prepayments  
Sales Returns  
Receivables Reports

### Payroll

Payroll Overview and Set Up  
Creating Employee Records  
Modifying Employee Records  
Payroll Linked Accounts  
Paying Employees  
Recurring Transactions  
Payroll Advances  
Viewing, Adjusting & Voiding Posted Payroll Transactions  
Entering Taxes Manually  
Payroll Reports

### Reporting, Miscellaneous & Period End Procedures

Creating Graphs  
Creating & Printing Financial Reports  
- Financials  
The Daily Business Manager  
- Processing Transactions in the Daily Business Manager  
Checklists  
Checking Data Integrity & Compacting The Database  
Printing In Batches  
- Setting Up Batch Printing  
- Printing in Batch  
Month End Procedures  
Calendar Year End Procedures  
Year End Procedures